

**MINUTES FOR
PROJECT ENGINEERS MEETING
Thursday, February 28, 2002
9:00 am, Conference Room 'C'**

1. Preconstruction Retreat..... Tim Rountree
Len Hill talked about project delivery. Last year it was at 62%± and he would like this to increase to 80%±. Gene Conti talked about the Market Study. He and Tippet have discussed it but budget problems may affect any recommendation. Charles Bruton has a new Environmental Group. Randy Turner is now in charge of the TIP Environmental Management Team. Be aware of Green Sheet Commitments and work closely with them on those that seem unreasonable. If we need to adjust our Special Provisions then make sure our provisions get adjusted.

As far as we know the freeze on hiring is still on. Some positions may be filled on a case by case basis, but we have not received any official word from the Secretary.

Any equity or retention requests are also backed up probably until July 1st.

They are still looking at the possibility of rewarding people for having their PE.

The DOT Personnel/Policy manual is now on the web site.

2. CADD & PC Update Randy Bissette
See the BSIP handout. Randy is the BSIP Coordinator for our Unit. The start date is supposed to be July 1, 2002, however this will probably change. Training has already started. Your employees will be trained on what they are responsible for. Let Randy know if his training list is a problem. You need at least one person and a backup.
3. FHWA Plan Review Ricky Keith
Please do not place the FHWA on the distribution for plan revisions on those plans that they were not initially required to review.
4. Meeting Attendance..... Ricky Keith
I would like for you or a representative from your project group to attend all project related meetings on your projects whether you feel it is necessary or not. During the course of the meeting structure issues may come up that need to be answered. This also allows us a chance for our input at all stages of the project.
5. Bridge Maintenance POC Projects Ricky Keith
We will be handling approximately 21 bridge replacement projects for the Bridge Maintenance Unit. Greg and I have pulled together a team of employees to get these completed for a July 2002 letting. If you have employees that are involved in this project they may need to be working beyond their normal working hours. We have no problem with this and will allow them time off at a later date to make up for this.

6. Changes in Special Provisions.....Greg Perfetti
There are changes in the use of precast box culverts. See handouts on this and resulting changes in the special provisions. Also there are some changes on the temporary access special provisions.
7. Detour Structure Depth.....Mack Bailey
Please be aware of the grades on detour structure grades and structure depth allowances. Look for any interference with the permanent structure or lack of necessary clearance to get the detour structure in place over the stream.
8. Other
 - Performance Management Reviews – RVK
The PM work cycle for 2001-2002 will end March 31. I would like for you to have your PM ratings completed for your employees by March 22nd. I will be conducting the PM reviews for Project Engineers between March 25 and April 5. If you have employees rated below good overall, please discuss with me prior to meeting with them.
 - Preliminary Plan Reviews – RVK
I am not receiving these anymore except from one or two of the Project Engineers. You should still be doing these and still sending the Area Structure Engineer copies of preliminary plans on projects with constructability issues.
 - TVA – GRP
There are some new requirements. If you have new projects in the TVA area, please see Greg before sending these out.